

Important to library affairs

Aug 1931

MEMORIAL HALL LIBRARY
ANDOVER, MASS.

[Notes for Miss Patterson]

SAVE



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Notes for Miss Putnam.

by Edna A. Brown

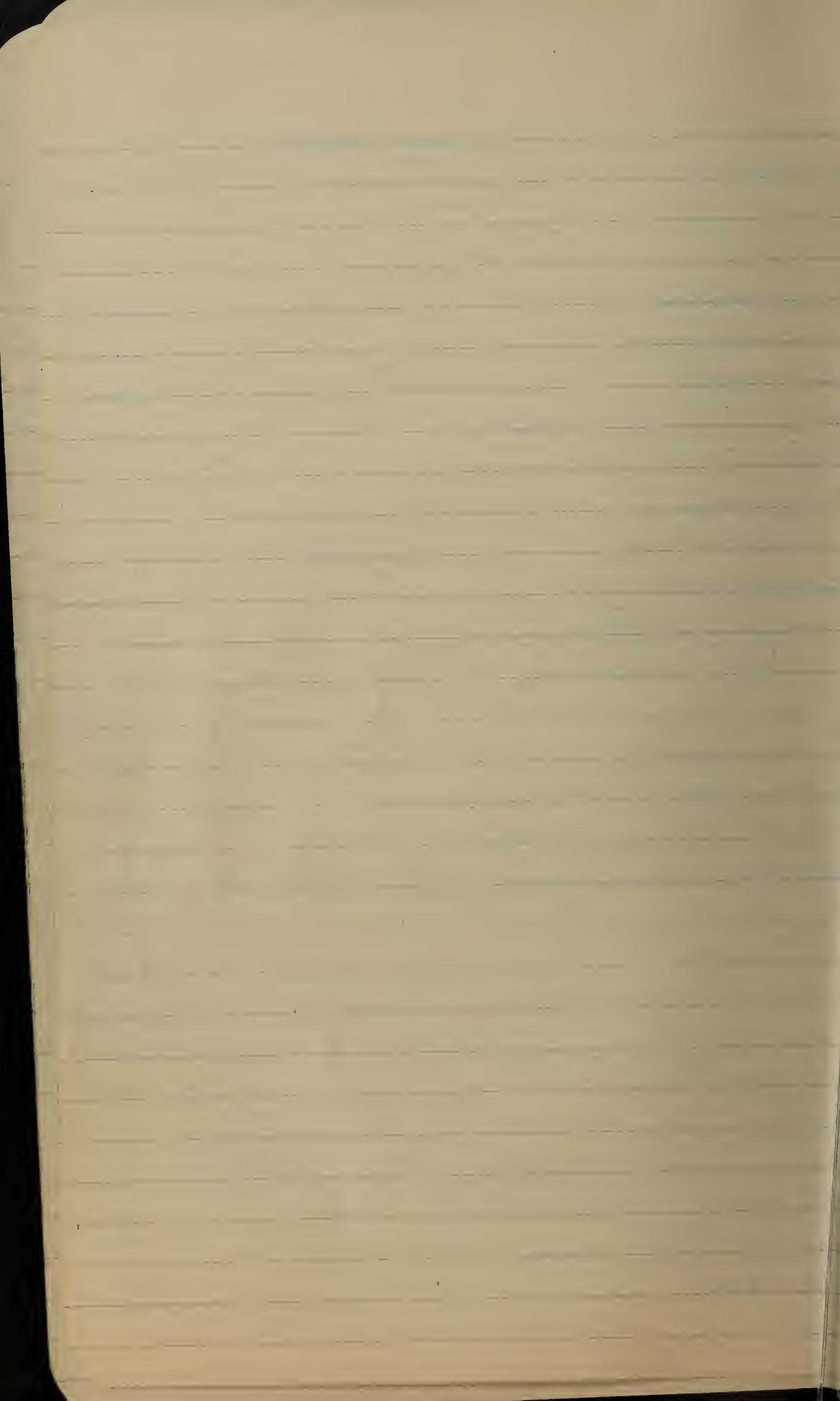
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Index.

Andover Village Improvement Society.	<u>Page</u> 2.
Ballardvale Branch,	Pages 9,11,15,22,27,29,40.
Bills	13
Binding,	25
Book buying	21
Book committee	5
Book funds	19
Book lists, new books	21
Building committee	5
Cataloging	29
Classification	27
District delivery	34,35
Finance Committee	5
Finances, Library	11
Fines	35
Loan system	31
Memorial Hall; Building.	1
Memorial Hall, History	2
Memorial Hall, regulations for use	2
Pay roll	17
Periodicals	25
Pictures and paintings in building.	1
Publicity	39
Salaries	15
Staff	7
Supplies, where ordered.	37
Trustees	5
Trustees 'room	2
Typewriters	40



Memorial Hall Building.

Erected by popular subscription to the men who fell in the Civil War. John Smith- portrait over fireplace- was the moving instigator and largest contributor. Cornerstone laid in 1871, Sept. 19.

Library opened May 30, 1873. Ballard Holt, Civil War veteran, was librarian from date of its opening until September 1, 1906, when Miss Brown took charge. In 66 years there were but two librarians.

The building was remodeled by town vote in 1926. On the second floor is the Memorial Hall, with relics and tablets, while the library occupies the rest of the building. At the back of the fiction stack is the architect's drawing of the original building.

In the vestibule is a painting of Washington at the battle of Monmouth, painted by George Lange in 1825. This is the property of the Town of Andover, not the library.

In the reading-room, the sea picture on the eastern wall is a copy of one of Winslow Homer's. It was lent to the library in 1927 for a term of 99 years by Raymond S. Bartlett, a former resident of Andover. The other oil paintings in reading-room are the property of the Federal government, being done by Howard Coon of Ballardvale on Federal relief work. The water colors in the Trustee room are also his work and also government property.

Other photographs, busts, etc. belong to the library. Gilt eas-relief on corner bookcase of

Rev. Frank Shipman, for many years pastor of the South Church. Photograph near balcony stair is Rev. Frederic Wilson, pastor of Free Church for years and a former trustee of the library. Bust in reference room is Dr. Edwards Park, noted theologian and professor of the Andover Theological Seminary when it was located in town.

The contents of the locked cases in the reference room and also the exhibition cases are indexed in one drawer of shelf-list case in workroom. Keys are kept at loan desk.

On the main stair to the Memorial Hall is a locked closet. Key hanging in office. Contains some controlled maps, and an unbound file of the Andover Townsman, deposited there by the Andover Historical Society.

The Trustees' room is used occasionally for a meeting of the ^{directors of the} Andover Village Improvement Society. They always telephone to ask permission and meet on Monday evenings. All that is necessary is to tell the janitor, so he will turn on heat and open locked gate.

Before the building was remodeled, there was a gallery on the third floor containing framed photographs. After remodeling, some were lent to Rev. Branch, many hung about the building, and in the storeroom on the second floor are still others. All property of library.

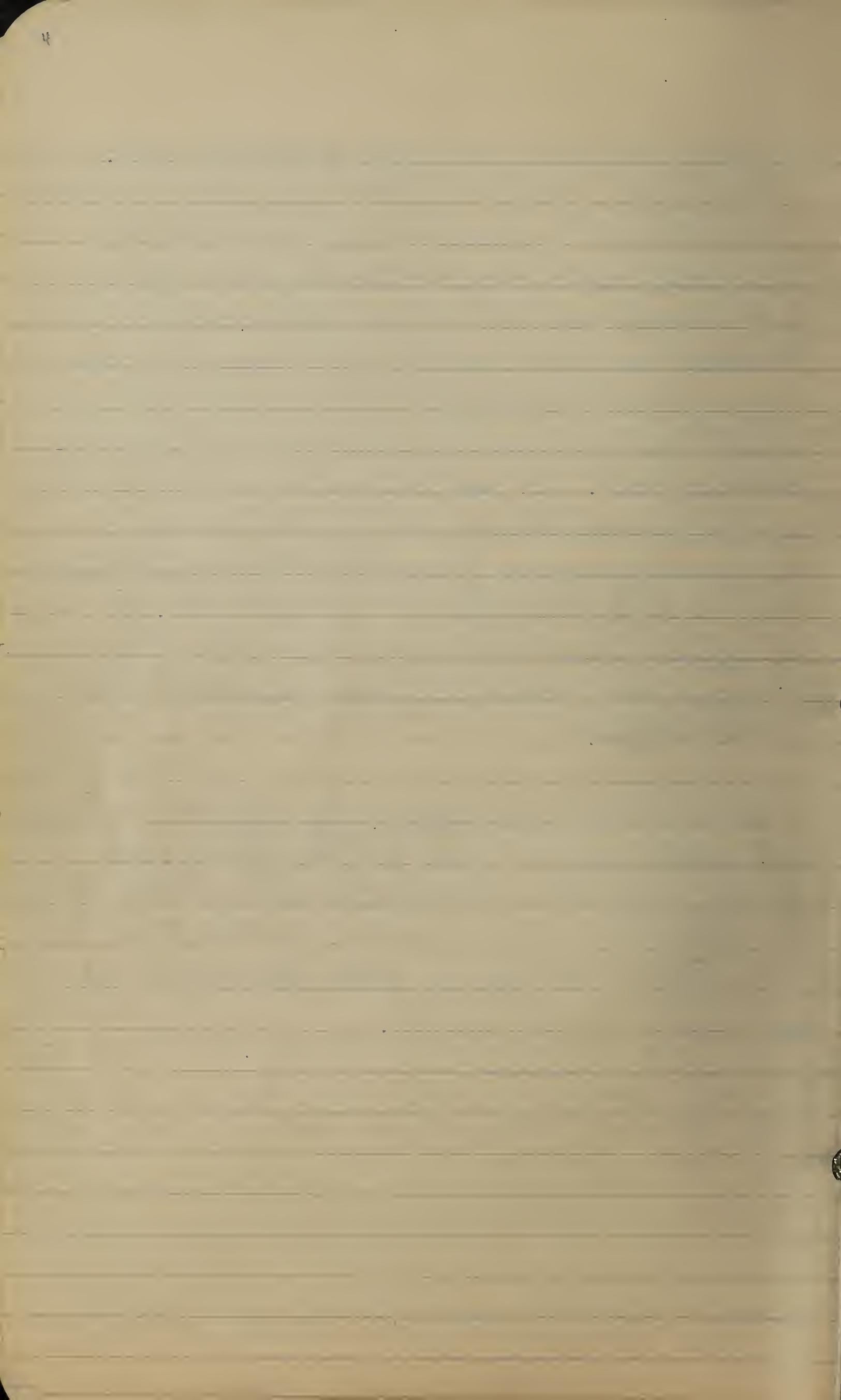
Because from time to time, different organizations have wanted to use the Memorial Hall

3

definite rulings have been made, as below:

"In August, 1927, the State Building Inspector granted three licenses to the Memorial Hall building, one to the children's room, one to the library and one to the Memorial Hall itself. Because, in many respects this does not conform to the requirements of a public meeting place, its use must be restricted to assembly purposes only. It may be used for general meetings of an educational or cultural nature, or for the anniversary gatherings which have been held in it on Memorial or Armistice Day. It may not be used for lodge or fraternal society meetings, nor dances, nor any gathering of a social nature."

The hall has been used by the Andover Village Improvement Society, the Andover Historical Society, and the Massachusetts Library Association but seats have to be provided. On Memorial Day it is open to the public until noon under the supervision of the janitor.



Trustees.

Board consists of seven members.

Philip F. Ripley, chairman.

Nathan C. Hamblin,

Burton S. Flagg,

Henry G. Tyer,

Mary Byers Smith,

Claude M. Fuess,

George F. Sawyer, Secretary and Treasurer.

Terms run for seven years, one trustee being elected annually at the March election, by the Town.

Book Committee:

Dr. Claude M. Fuess, chairman, Miss Smith,
Mr Tyer.

Finance Committee. Mr. Flagg; Mr. Hamblin.

Building Committee- care of hall and grounds,
Mr. Flagg; Mr. Sawyer.

Trustees meet monthly, at 7.30 p.m. on the first Tuesday. The September meeting, because of Labor Day, is on the second Tuesday. They hold no meetings during July and August.

Rules and regulations. Copy is in file in folder marked Memorial Hall Library.

Staff.

Hours required, $36\frac{1}{2}$ weekly. Schedules posted on closet door in workroom. Members permitted to exchange time with one another for sufficient reasons. All full-time assistants have one month's vacation with pay.

Senior Room.

Librarian.

Margaret D. Manning.

Dorothy H. Ruhl.

Eleanore G. Bliss.

Junior Room.

Evelyn R. Robinson.

Sarah A. Ballard.

Nancy E. Babcock.

Miss Manning came as a high school helper, has taken several summer courses at Simmons, and has worked in the library for 17 years. Is in charge of library when librarian is away. Does classifying, cataloging, etc. taking up work where librarian leaves it. Knows books well and all routine of library.

Miss Ruhl is a Simmons graduate. Has been with us 8 years. Is in general charge of loan desk and circulation. Keeps statistics.

Mrs. Bliss is vacation substitute and part-time helper and has worked here nine years. She does desk work only and is employed mostly in the evenings. Keeps account of her own time and gives statement to librarian at end of month.

The Trustees like the library to seem hospitable and welcoming. During the day, the desk attendants have pick-up work for odd moments, but during the evenings they have not been required to do anything but the actual work of circulation and reference.

Junior Room.

Miss Robinson has been here nearly nine years. Is a graduate of the Somerville Library training class and worked in that library for some years. She makes her own schedule for the junior room work and is in charge of her two assistants. Gives 1½ hours daily to junior high school library when school is in session.

Miss Ballard came October 1, 1937. Trained in the Springfield Library class. Does junior room work only. Is in charge there during Miss R's absence.

Miss Babcock came September 1, 1938. Simmons graduate of that year. Is second junior room assistant but has worked upstairs and knows the routine and the senior room books quite well. Really prefers adult work when possible.

Archibald D. Maclaren, janitor. 18 years' service
Mrs. Elizabeth Donaldson, helper, 30 years'"
Clester E. Mathews, janitor Ballardvale Branch.
Martha D. Byington, branch librarian since its opening in 1913. NO technical preparation, but is Mt. Holyoke graduate. Branch open Tuesdays and Saturdays, 2-5, 7-8.

10
The librarian is responsible for the assistants, and for all details of library administration, but she is expected to consult the Trustees upon questions of policy.

Library Finances.

Cash account.

The Town Treasurer has provided the Library with a "revolving fund" of \$35.

Of this \$5 is kept in the senior room cash drawer for making change, \$2 in the junior room, \$2 at the branch library. For this last, there is a receipt in the safe. This leaves \$26 in the safe.

During the month, all fines taken in are entered in cash book at loan desk, added weekly, and totaled at end of month. Same procedure in junior room and at branch library.

Any petty expenditures are paid from reserve fund in safe, in every case a receipt being obtained. All purchases entered in cash account at desk. Branch library buys nothing; anything needed is supplied from main library.

On the first day of each month;

1. Collect all fine money. (Branch librarian will either have brought up, or telephoned, the amount of her fines. If the latter, supply amount from safe, and replace when she brings it)
2. Take from this accumulated fine money, \$5 for financing the senior loan desk for the coming month. (This \$5 belongs to the revolving fund. Junior room keeps its \$2; branch keeps its \$2.)
3. Add fines from all three places. Junior room will present its account; also branch library. Amount of fines and daily records must balance.
4. Copy into permanent record book receipts and

12
expenditures.

5. Make statement of money received during month, and take or send to Town Treasurer, statement and cash for month. He will give a receipt. (~~receipt to be turned~~)
6. File receipt with others in safe.
7. Make a bill on Town of Andover for petty cash expenditures for month, attaching voucher for each item. This bill goes with the others to the Library Finance Committee for approval.
8. Later, the Town Treasurer will send a check payable to Librarian. Cash, and replace money in safe. (~~and make a record~~)
9. When this is done, the revolving fund again stands, \$5 at senior loan desk, \$2 in junior room, \$2 at branch, \$26 in safe. This account must balance accurately every month.

Once yearly, usually in January, the State Auditor checks library accounts and will ask for books, and receipts given by Town Treasurer.

Money paid for lost books is not reported with fines. This was argued out once with one of the State Auditors. This is kept separately, and is not turned in till end of year, because people often find books, and then it has to be refunded. Anything on hand Dec. 31 is given to the Treasurer of the Trustees.

Tained monthly

13

Library Bills.

Librarian keeps accounts.

All bills must be verified and approved by librarian. On request, Miss Mary Collins, Town accountant, will check doubtful ones. Those from the Lawrence Electric Light Co. should always be given her to verify the meter readings before approval. Bills from the Andover News Company invariably have to be straightened out with Miss Collins. No bill from them should be approved without her O.K. Nearly all others will be correct.

A record of each month's expenditure is made in triplicate. [One copy for the Trustees;] one for the file, and one sent Miss Collins, as noted below. Cumulative expenditures for the year are also kept, and the librarian keeps for her own satisfaction, a record of the purchases from the book funds.

When all bills are assembled, verified and approved, the librarian makes out a "Schedule of Department Bills Payable" on special form furnished from Town House. This schedule, with approved bills is given to Mr. Flagg, chairman of the finance committee of the Trustees. September to June, inclusive, schedule and bills may be handed him on the night of the Trustees' meeting. During July and August, the janitor will take them to his office for approval.

When the library finance committee, Mr. Flagg, or Mr. Hamlin, or both have approved bills, Mr. Sawyer, treasurer, should sign town schedule.

14 Have ~~paper~~ bill OK. by Miss
Collins

The next morning after the Trustees' meeting, bills and schedule, with a copy of the librarian's summary are sent to Miss Collins at Town House. If not convenient to take personally, janitor will take over.

The Librarian's record of expenditures and that of the Town House must agree. Miss Collins has a different methods of classifying items, which does not matter, but the totals must come out the same. Usually, at the time of sending bills over for verification, Miss B. has asked for a statement from Miss Collins of the total amount of bills paid for the previous month and the balance due the library from the town appropriation. Should there be any discrepancy, it is hunted down immediately.

During July and August, after Mr. Flagg has approved bills, they are sent Miss Collins with no further formality. Theoretically, they should be at the Town House on, or before, the Thursday before the second Monday of each month. This is because on the second Monday the Town Finance Committee meets to approve all departmental bills.

All bills incurred are expected to be sent directly to the library. The only exception is the telephone, which goes to the Town House. Miss Collins must be asked for this.

It has been forbidden to use the library telephone for out of town calls. If any such appear on bill, they should be investigated.

Salaries.

	Yearly	Monthly.
Librarian.	1939 1941	
Margaret D. Manning	\$1380 - 1440	\$120.00
Dorothy H. Ruhl	1080 - 1140	95.00.
Evelyn R. Robinson	1560 - 1560	130.00
Nancy E. Babcock	1020 - 1080	90.00
Sarah A. Ballard	960 - 1080	90.00
Eleanore G. Bliss. Approximately \$.45 hourly.	350 450	
George Sanger 1 Yr. ^{George Sanger} 1 Yr. Sanger 8 33 - monthly		
Archibald D. Maclaren	\$1500	125.00
Martha D. Byington, Bv. branch, \$.50 hourly, approx. \$208 yearly. Has \$2 for each Tuesday and Saturday of each month.		
Dorothy Paine	- 25 hourly	
Mrs. Elizabeth Donaldson, cleaning. \$.45 hourly, approx. \$500 yearly. Her time has been worked out as follows; (Is not paid for holidays.)		
Month of 23 working days she has	\$39.15	
" 24	40.75.	
" 25	42.35	
" 26	43.95	
" 27	45.55	

Ascertain number of working days each month
and credit her on payroll with corresponding
amount.

BV. janitor, Clester (sic) E. Matthews sends
his quarterly bill of \$37.50.
\$150.00 yearly

Andover has accepted the State Retirement Plan.

This means that 5% percent of each salary is kept back each month by the town as a basis for pension and annuity plan. Does not affect a new employee until January 1 of each year.

If an employee goes to another library in the state, where the town has same plan, her credit for contributions and service is transferred to that town. If she goes where there is no such plan, her contributions made in Andover are refunded with 3% interest. This same arrangement holds if she leaves to get married or goes to another state.

(made in triplicate) 2 for Town Hall

The payroll is made out the first of each month by the librarian, approved by her and by the finance committee of the trustees and goes with the other bills to the Town House for payment.

Mr. Mathews' bill from Sv. is sent to the library every three months, and goes over at that time.

These salaries for assistants are low and are recognized as such by the Trustees. In 1939, Miss Manning and Miss Ballard each received an increase of \$5 monthly. In 1940, Miss Ruhl and Miss Pascock are due to receive the same. The Librarian recommends ^{these} increases when she helps prepare the yearly budget each December.

Sample Payroll showing form to be used
each month.

Memorial Hall Library.

	Amount
Librarian, services for May, 1939	\$195.83
Margaret D. Manning.	\$120.00
Dorothy H. Ruhl,	96.00
Evelyn R. Robinson	140.00
Nancy E. Babcock,	40.00
Sarah A. Ballard,	40.00
Eleanore G. Bliss, assistance "	32.20
Martha D. Byington, Bv. branch,	18.00
Archibald D. Maclaren, janitor	120.00
Mrs. Elizabeth Donaldson, cleaning.	43.95
George F. Sawyer, treasurer	8.33
Total	\$333.33

Amounts for assistance and cleaning
 approved by,

Librarian.

E.B. - 50/lb

60- .50

Book Funds.

Phillips Charitable Donation Fund.

This comes yearly from the Trustees of Phillips Academy, a bequest from the founder, Samuel Phillips. It is about \$80, which may be spent only for books of a religious or ethical nature. This is interpreted rather liberally to include biographies of social workers such as Jane Addams, and religious leaders, and books of an inspirational nature.

Books bought from this fund must be listed at the end of the year and a copy sent to Mr. James C. Sawyer, Treasurer Phillips Academy, for approval. I do not know what would happen if he did not approve; he has never yet questioned a title purchased in Andover, though I know he has disapproved some from the North Andover Library where they have the same fund. Care should be taken never to charge anything to this fund about which there could be any doubt.

Incidentally, it is the policy of the book committee never to buy religious books of a controversial or denominational character. We do not have "Science and Health" for this reason, and subscribe to no denominational papers. We do not refuse to place such gifts in the reading-room, but spend no town money for them. The Catholic World and the interdenominational Missionary Review are the sole religious periodicals to which we subscribe.

Teachers' Fund. This also is about \$80 and comes from Phillips Academy. To be spent for educational books. No account need be given. We have sometimes bought encyclopedias from this fund.

Cornell Art Fund. Since there is accumulated interest added to its principal, only the Library treasurer can say how much may be spent, but it is around \$75. May be used for books on art and music- both fine and applied arts, and for beautifully illustrated books, classics for children, etc. In general, any books in which the artistic qualities predominate, may be bought from this fund.

Our regular funds make up the rest. For 1939 it is \$2500 on the budget. But any deficit in another item may cut into this amount. This makes around \$208 for books each month, but naturally the heaviest buying is spring and fall less during July and August.

Book Buying.

We buy from three sources.

1. Baker & Taylor, 55 Fifth Avenue, New York City.
The bulk of the orders go here. They are equipped to handle any item, send books promptly and have given us most excellent service. They list separately on request, books to be charged to different funds. They close the account on the 26th of each month, sending statement at that date.

2. Library Book House, Springfield.

Most of the fiction is ordered here. They are prompt and capable. We have not used the reinforced bindings, chiefly because books thus bound wear until they are so dirty that people dislike them. Rebinding ordinary copies gives them a fresh cover at a point when this appeals to the borrowers.

3. For convenience we usually segregate juveniles, and order from H.R. Huntington. This firm is exceedingly slow, and anything wanted in a hurry should not be sent here.

All three places pay all transportation and give 25% discount in general except for a few net books at 10%. With Baker & Taylor, on books ordered from a bargain list transportation is charged. Once in a long time we order from bargain lists from other sources.

Booklists are submitted to the Book Committee before each monthly meeting. A carbon copy giving price of each item and total probable expenditure is sent to the head of the Book committee on the

22

Thursday before the meeting on the next Tuesday. Chairman of committee is Dr. Claude M. Fuess, Phillips Academy. He sends it to Mr. Tyer, and Mr. Tyer to Miss Smith. All approve it, and the list is given back to the librarian on the night of the meeting.

The present librarian has had the privilege of ordering additional books midmonthly, without submitting the lists for approval, and of ordering books in sudden demand at any time. Also of ordering books during July and August when there are no board meetings. Without doubt this is to be taken for granted as to be continued.

Books for Ballardvale are chosen at M.H. Miss Byington will report requests or needs. We get them the best of the new popular books and reprint fiction. Complete shelf-list is kept at main library.

The Junior room librarian makes her list of new books and submits them to the librarian who incorporates them in the monthly lists. We try to give the Junior room one-third of the book appropriation.

We practically never buy anything from agents who come with books. In every case we can get anything we want through our regular sources and the Book Committee disapproves scattering bills. NO subscription^{publication} is ever considered unless recommended in the "Subscription Books Bulletin." One agent, named Volk, is especially to be avoided.

ed. He has a bad reputation for honesty. He claims to do business with neighboring libraries when they have nothing to do with him. Is discredited with the State Library Commission. This library has never bought one book from him, though, if he comes, he will state otherwise. The last time he appeared, we would not even talk with him. Represents one publisher after another

Periodicals to circulate - off
present nat limit no - 7 day -
6 mos. & under - 14 day older one

Bindery and Periodicals.

to be cont.

(All new books are collated.) Imperfect returned for exchange.

Gifts of books are accepted, but must have no conditions. If not suitable for the library are disposed of in other ways, given to hospitals, etc.

Periodicals not bound are kept about six months and then usually given to Mrs. Thaxter Eaton who takes them to different hospitals and institutions.

Check list of periodicals received, has on some cards, call numbers. These are the periodicals which we bind. This is for convenience in preparing books for the bindery.

For many years bindery has been done by F.J. Barnard, 338 Congress St. Boston. Most satisfactory. They send a postal notifying us when they will call, and the books are packed by the janitor and ready when they come. In this way there is no transportation charge.

In preparing books for bindery, a slip is placed in each indicating lettering desired. Title and author for fiction, call number added for non-fiction. No leather used, all cloth, periodicals in black cloth.

Books worn out and withdrawn, if any use at all may be given Mrs. Eaton with old magazines.

Otherwise go to Salvation army.

Periodicals have been ordered for years through Herman Goldsger, 179 Lincoln St. Boston. Very satisfactory service. See old lists in file. The

period covered runs from January through December.

List of periodicals for coming year should be presented to Book Committee at the October meeting. Indicate additions or subtractions desired. Goldberger will make an estimate on approval.

Newspapers are ordered through the Andover News Co. At present those taken are

Boston Herald,

Boston Transcript.

Lawrence Tribune.

New York Times.

The Arbroath Guide is a gift. It is liked by the many Scotch people in Andover who came from there.

Classification.

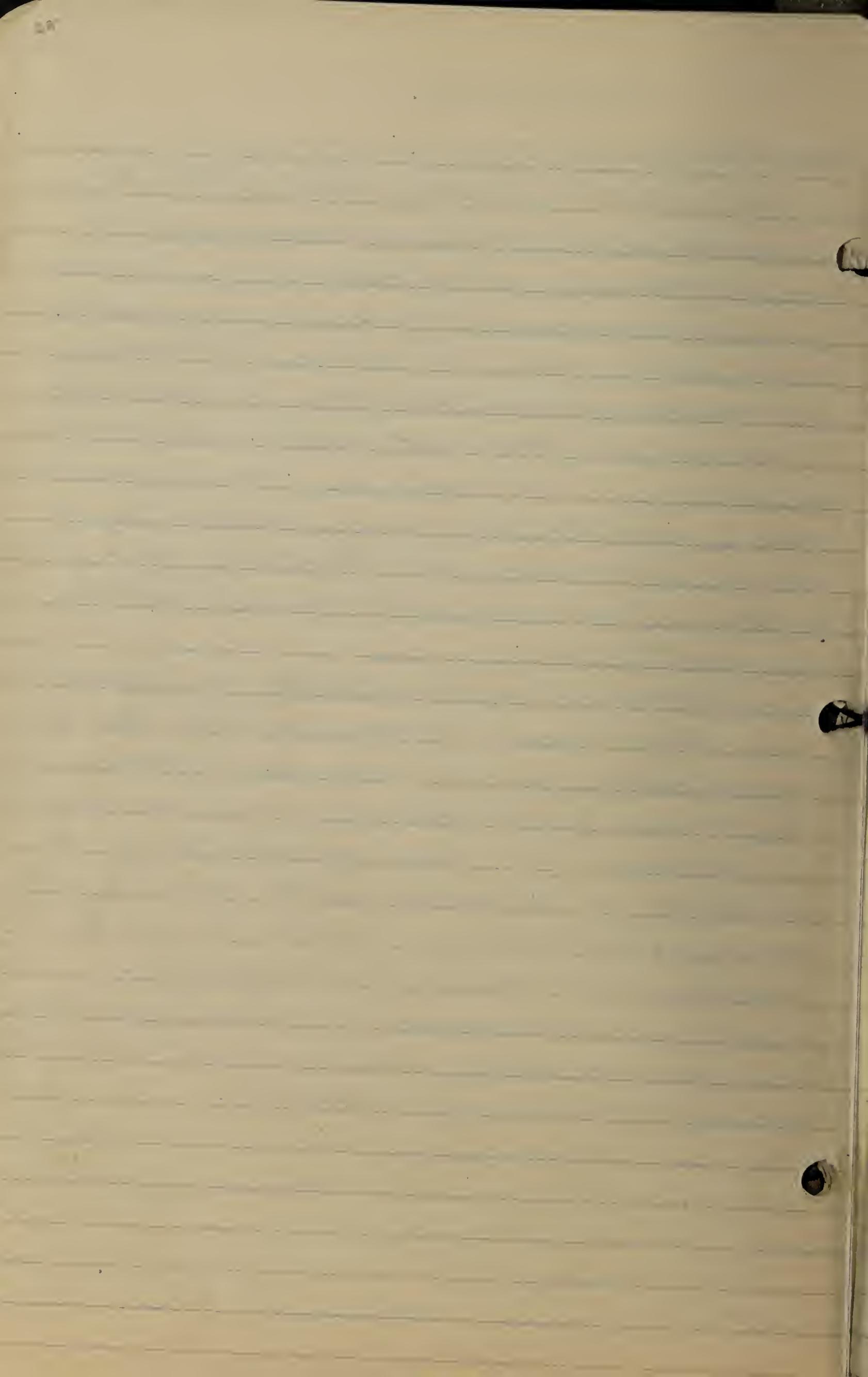
Dewey Decimal. Old edition.

Cutter numbers for author. When library was first classified in 1900 the person assigning numbers had tables of different dates. The one for vowels was earlier than that for consonants. It has been necessary ever since, in assigning numbers, especially in biography, to adjust them to fit into the early ones assigned. Sounds complicated, but is not really so. (The hand-written cards in shelf-list and catalog are all that is left of this original card work, which was a classified catalog, not a dictionary one, and has been made over.)

No numbers for fiction. Copies are distinguished in most cases by accession numbers. Has been found more satisfactory than copy numbers.

Senior room subject headings are assigned according to Sears' list. Those checked with red are in use at the Ballardvale branch, which has its own dictionary catalog. Tracers for subject headings are on back of shelf-list cards.

Miss Robinson classifies books for junior room, and gives them subject headings, in order to keep the children's collection consistent.



Cataloging..

The Memorial Hall Library has never used printed L.C. cards, because it requires only a simple entry and has always had people on its staff accustomed to cataloging.

Fiction is entered under author and title only.

Non-fiction under author, title and subjects. Number of volumes and date are given. In the very few cases where anyone wishes more it is simpler to look up a special case than to make more complicated cards.

All collections of drama are analyzed completely. Subject headings underlined in red ink.

Complete shelf-lists kept for senior room, junior room and Ballardvale branch respectively.

Books for junior room are cataloged upstairs after Miss Robinson has classified them and assigned subject headings. She also designates any special collection, such as DESK, PARENT-TEACHERS', SPECIAL COLLECTION. Cards are marked Junior Room.

Senior room non-fiction has call numbers put on with electric stylus and numbers varnished. Junior room books are varnished when new.

Books for Ballardvale are cataloged at M.H. and cards sent down with books to be filed in their catalogue. At the branch all cards are in one alphabet, the juvenile ones marked "Children's library." All branch cards stamped Ballardvale. Pockets also marked. Record kept on first card

in branch library shelf-list of books added and withdrawn during the year.

Loan System.

Senior Room.

No borrowers' cards. Charge is made by the number on the filed application blanks.

Any reasonable number of fourteen day books, one seven-day book and one magazine to a person.

Non-fiction may be reserved. Fiction is never reserved and seven-day fiction is subject to these rules:

"Only one seven-day book may be issued on a library card.

No seven-day book may be taken out again on the same day by the person who returns it, either for himself or for anyone else.

It may not be borrowed again on the same day on another card of the same family."

Non-fiction may be renewed or transferred unless there is a waiting-list.

Books are not issued on cards having more than a ten-cent fine. (Strictly enforced only when borrowers are notorious fine-evaders)

People asking to have books reserved are notified by telephone, or, if they have none, by postcard. We have made no charge for the card.

A person having a large fine on his own card may not use one belonging to another member of the family.

Children below the high school age may not take books on cards of older members of the family. They must use the junior room.

Children coming up from junior room must present a transfer slip, showing that they have left a clean record downstairs.

Overdue cards are sent the day after the book becomes due. Another after the lapse of a week, a third after a second week. This is marked; "Please return immediately." The fourth notice, after three weeks, states a day for the book to be returned or a messenger will be sent. Special form for messenger to take. Janitor goes for books. He is a special police officer.

Books borrowed from the junior room are supposed always to be returned there. It is sometimes difficult to enforce this. In general, when a child tries to leave a junior book upstairs, we explain why it must be returned where he got it, and ask him to come again with it. With adults we sometimes have to let them leave the books, but explain that they cannot be discharged upstairs, nor can we do anything about fines, renewals, etc. The junior room assistants will note these cases and when the people again take books, explain about returning them in their proper place.

Books may be renewed by telephone unless they fall into the class of unrenewable books, 7-day fiction, books for which there is a waiting list or books in special demand.

When a person loses a book or incurs a fine for damages, it must be paid before another book

is borrowed.

On request, we renew books indefinitely. This means that it is automatically renewed unless asked for, and takes care of the teachers but at the time of taking books, they must ask that they be renewed indefinitely. The same privilege is given any one in town.

The library grants vacation privileges each summer. Books may be charged to come due on September 15th. This does not apply to any of the new fiction nor to books that have been in the library less than six months.

Since this is a tax-supported public library, its borrowers are confined to residents of Andover. A teacher in our schools may have a card, though residing elsewhere. Some of the residents in town have mail addresses R.F.D. Lowell or Wilmington, but are Andover tax-payers.

Some years ago, the Trustees were asked to define this rule, because so many people in North Andover, North Reading etc. wished to use this library. No cards ^{already} issued were canceled, but non-residents may borrow only through the libraries of their respective towns. Miss Batchelder, of North Andover, quite often asks us to lend her a book for a specific borrower.

We make inter-library loans like these, and occasionally honor a letter of introduction from another librarian.

The students of Abbot and Phillips Academy are not permitted personal cards unless their families reside in town. The librarians of both places sometimes request loans which are always granted if we have the books desired.

People temporarily in town may have temporary cards. Home address to be obtained as well as temporary one.

On request we borrow books from the Boston Public Library--special request blank-- and also from the Division of Public Libraries. Postage is paid by person requesting the book.

Every two weeks books go out to three districts. Mr. Kenneth Hilton brings them in boxes, on alternate Thursdays. ~~Borrowers' pockets~~ used.

The present loan system will doubtless last perhaps another year, but when a new registration is necessary, there is considerable to be said in favor of a card system. The town will not like it, never having had cards, but the present plan is becoming bulky and hard to handle. Now that we do not know personally each borrower it is possible for one to impersonate another, or to deny having a book. It is Miss E's opinion

that a card system should certainly be considered. (The girls do not agree)

Junior Room. By wish of Miss Robinson, has a card system which they think works well.

At Ballardvale, the fines are \$.01 daily,
because the library is open only two days a week.

The district delivery fines are \$.05 weekly,
because there is no chance to send a book back
for a fortnight.

In the junior room a child may take books
when he is paying up a fine, even a cent at a
time, provided that he continues payments.

Fines in senior room \$.02 daily, Sundays and
holidays included. If a book due Saturday is
is returned Monday, we charge only two cents;
later, the Sunday is charged for.

Memorial Hall Library Supplies.

Orders from

Library Bureau, 118 Federal St. Boston.

Catalogue cards, 5000, 33015 cm.

Shelf labels

Accession books.

Gaylord Bros. Syracuse, N.Y.

Book cards, No. 35, buff, light weight.

Book pockets Style F. printed to order,
both senior and junior. Send sample.

Senior application cards, No. 75

Junior application cards, printed to order,
Send sample.

Junior room borrowers' cards, printed to
order. Send sample.

Cloth for covering books.

Paste, Gaylo. 3 qts at a time.

Success binder.

Guide cards.

Paste brushes.

Library daters, two kinds.

Daily record pads.

Monthly and yearly record books.

Photomont pamphlet binders.

Any special supplies they carry.

H.B. McArdle, 163-167 Washington Avenue,

Chelsea, Mass. (Representative calls)

All typewriter paper, full sheets, half
sheets, plain, and letterheads.

Envelopes, 2 sizes lettered, 1 plain for

use in junior room. Size 6 1 4.

Carbon paper.

Onion paper for mending.

Transparent mending tape.

Pencils, pens, clips, thumb tacks, vise signals.

Ink and ink pads.

Date due slips. (Order from him because no other place carries buff ones)

Blotters

Desk pads

Typewriter ribbons.

Any small miscellaneous office supplies.

Smith & Coutts, Printers, Andover.

Any needed labels, such as GIFT, PHILLIPS FUND, etc.

"RULES FOR CHILDREN"

Is cheaper and more satisfactory than the Andover Press.

Charge at W.R.Hill, Main St.

White shellac.

Wood alcohol.

Hardware needed.

Janitor's supplies, such as snow shovels, brooms, floor wax. (He orders them and is asked to verify when bill comes)

Lawrence Gas Co.

Electric light bulbs, cash. Put on office expenses. Money is given janitor for these.

31

Publicity.

Annotated lists of new books added are sent to the Townsman at intervals, and copies of same lists are furnished two Lawrence papers.

Send these to:

Mr. William Doherty, 20 Harding St.

Mr. Peter Myers, 12 Florence St.

Both in Andover.

No one on the staff is supposed to send publicity to any source without having it first approved by the librarian.

40

Miscellaneous.

When janitor uses his car to take books to Ballardvale, he has \$.20 for its use. Any assistant going down there by train has same amount for fare, and signs receipt.

Salvation Army takes papers, (six months old) discarded books etc. Must call during the janitor's hours.

A great deal of mail will doubtless come directed to Miss Brown. Any personal letters will probably be obvious, but if one gets opened please do not feel distressed, as it is very likely to happen.

Some points have been probably forgotten, but anything you wish to know, and refer not to ask of the staff may always be asked at any time.

We exchange typewriters every three years, and such exchange should be planned for in making up budget.

Royal, bought 1938- exchange in 1941.

Remington Rand, bought 1939- exchange 1942.

**Pamphlet
Binder
Gaylord Bros., Inc.
Makers
Syracuse, N.Y.
Pat. No. 877188**

